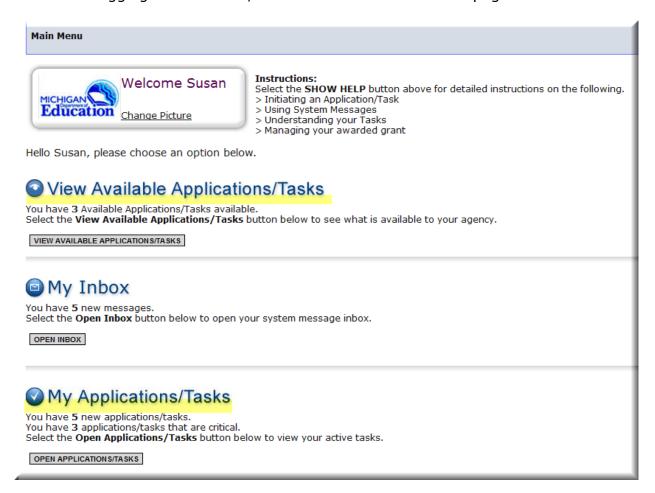
## GSRP Application MEGS+ Instructions 2014

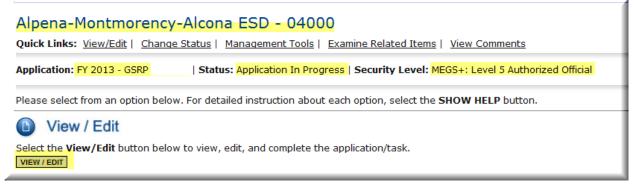
These instructions have been developed to help locate, navigate, and complete the GSRP Application within MEGS+. Additional technical assistance on using MEGS+ is available on our website <a href="https://www.michigan.gov/gsrp">www.michigan.gov/gsrp</a>, MEIS and MEGS+ Explained.

When first logging in to MEGS+, the Level 5 user will see this page:

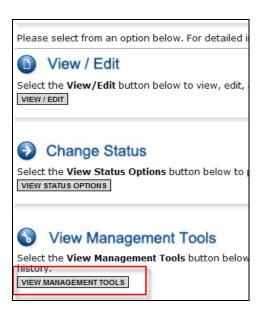


When entering for the first time, find the application under 'View Available Applications/Tasks.' Initiate the application. Subsequently, the application will be under 'My Applications/Tasks' until it has been submitted.

Once the application is opened, the ISD name, status of the application, and the user's security level are displayed, as highlighted below. Select View/Edit to work on the application.



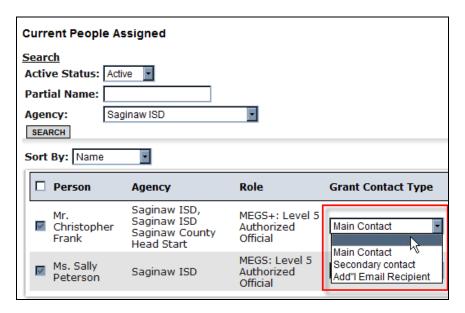
To add contact information to be pulled into the Cover Page, click on View Management Tools.



Click on Add/Edit People.

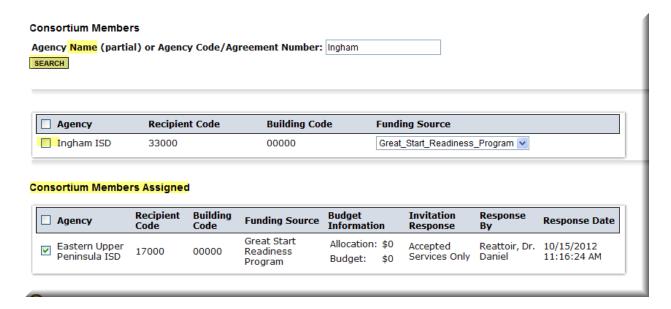


Click the drop down menu under the column Grant Contact Type and choose an option.



## For consortiums of ISDs

If the initiating ISD is the fiscal agent of a consortium of ISDs, search for and add consortium members on this page.



After search results in the desired consortium member(s), click the check box and save the page to move them to the 'Consortium Members Assigned' list. This will generate an invitation to the consortium to the level 5 MEGS+ user of each ISD invited.

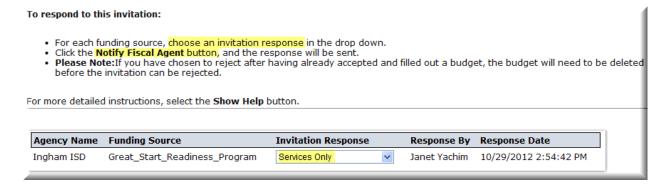
A level 5 user from each invited consortium member will be required to login to MEGS+ to accept the invitation. The consortium member(s) will select My Applications/Tasks, choose the GSRP application of the fiscal agent and go to View/Edit.



Each consortium member will then select Consortium Member Acceptance Information and indicate a response to the invitation.



To accept the invitation, regardless of the relationship between the ISDs, consortium member(s) must choose **Services Only** and then select Notify Fiscal Agent at the top right of the screen.



Depending on the agreement between the ISDs, the consortium members may or may not have additional information to complete within the application.